



INSTRUCTIONS: Attach copy of A45 RPO and OPT Coupon (if available) and mail to Austin Finance Center, 1615 East Woodward Street, Austin, TX 78772

PRIVACY ACT STATEMENT: The information requested on this form is solicited under Title 38, United States Code, and will authorize release of the information you specified. The information may also be disclosed outside VA , as permitted by law , to include disclosures as stated in the "Notices of Systems of VA Records " published in the Federal Register in accordance with the Privacy Act of 1974. The information requested is necessary to ensure that the statutory requirements of the Privacy Act of 1974 and VA's confidentiality statute are met.

STATION NUMBER		EMPLOYEE SOCIAL SECURITY NUMBER		NAME OF EMPLOYEE	
PAY BASIS	TYPE APPOINTMENT	DATE OF BIRTH	FTE EQUIVALENT	COST CENTER	SEPARATION DAY NUMBER

R1, R5 (ACTIVE EMPLOYEE)(GSA Code no longer in Master Record)			R1, R3, R4 (SEPARATED EMPLOYEE)		
ITEM FIELD	DECREASE	INCREASE	DUTY BASIS	PAY PLAN	NORMAL HOURS
GSA CODE			SUB ACCOUNT	FUND CONTROL POINT	
GROSS WAGES			ITEM FIELD	DECREASE	INCREASE
TAX AMOUNT			GSA TAX CODE		
WAGE INFORMATION AMOUNT			GROSS WAGES		
OPT TAX CODE			TAX AMOUNT		
OPT TAX AMOUNT			WAGE INFORMATION AMOUNT		
93, 94 (ACTIVE EMPLOYEE)(GSA Code in Master Record)			AUSTIN USE ONLY		
ITEM FIELD	DECREASE	INCREASE			
GSA TAX CODE					
GROSS WAGES					
TAX AMOUNT					
WAGE INFORMATION AMOUNT			PAY PERIOD PROCESSED		

COMMENTS, SPECIAL CIRCUMSTANCES, OR INSTRUCTIONS

SIGNATURE OF AUTHORIZED OFFICIAL

DATE